



EDWARD M. BIRN
Director (Direktot)
RENA K. BORJA
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY
(Ahension Setbision Hinirat)
Telephone (Telifon): (671) 475-1705/1706



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

August 26, 2025

Invitation for Bid
GSA-070-25
36-Month Lease Agreement for Multifunction Color Copier/Printer/Scanner/Fax

Questions and Concerns received from Xerox Corporation on August 22, 2025.

1. The bid specifications indicate a requirement for "Up to 50-sheet offline convenience stapler with connected work shelf." (on page 41).
Question/Request A: Can you please clarify if the convenience stapler is an offline electric stapler able to staple up to 50 sheets at a time?
Response: Yes.
Question/Request B: Can you please clarify if staples for the electric convenience stapler are to be included as part of the lease?
Response: Yes. Refer to page 40, "All supplies and staples (except paper)..."
2. The bid specifications indicate a requirement for Scan "Convenience Features: 1-trouch Apps..." (on page 41).
Question/Request: Can you please clarify if "1-trouch Apps" is misspelled and meant to be "1-touch Apps"?
Response: Yes. See Amendment #1.
3. The bid specifications indicate a requirement for Fax "...one line and two line options available" (on page 41).
Question/Request: Can you please clarify if 1 line walkup fax is required? Or is 2 line fax required?
Response: One (1) line walk up fax required.

Please Note: Follow-up/Clarification to the Questions and Concerns responses dated 8/26/2025 must be submitted to the General Services Agency via email to gsaprocurement@gsadoa.guam.gov no later than 5:00 PM, Wednesday, August 27, 2025.

Please Print
ACKNOWLEDGMENT COPY
Received By: _____
Date: _____
Company/Name: _____
Email To: gsaprocurement@gsadoa.guam.gov

Andriana Quitugua
Acting Chief Procurement Officer